



**RichmondHill.ca**

**People Plan Task Force  
PPTF#03-17**

**Wednesday, May 17, 2017  
1:00 p.m.**

## **Minutes**

A meeting of the People Plan Task Force was held on Wednesday, May 17, 2017 at 1:00 p.m. in the Mayor and Council Boardroom with the following members of the Task Force in attendance:

Regional and Local Councillor Spatafora (Chair)  
Mayor Barrow  
Regional and Local Councillor Hogg  
Councillor Liu  
Councillor West  
Councillor Cilevitz  
Councillor Chan

Also present:

Councillor Muench

Staff:

N. Garbe, Chief Administrative Officer  
D. Dexter, Acting Commissioner of Corporate and Financial Services  
K. Kwan, Acting Commissioner of Planning and Regulatory Services  
P. Lee, Director, Policy Planning  
G. Manderson, Director, Strategic Initiatives  
S. von Kursell, Manager, Policy  
M. Dobbie, Senior Planner (Policy)  
M. Matyjewicz, Planner II - Policy  
K. Hurley, Council/Committee Clerk

Kimberley Wilmot, Sierra Planning and Management, was also in attendance at the invitation of the Task Force.

### **Adoption of Agenda**

Moved by: Regional and Local Councillor Hogg

That the agenda be adopted as distributed by the Clerk.

Carried

### **Disclosures of Pecuniary Interest and General Nature Thereof**

There were no disclosures of pecuniary interest by members of the Task Force under the *Municipal Conflict of Interest Act*.

### **Minutes of Previous Meeting**

#### **1. Minutes – People Plan Task Force meeting PPTF#01-17 of March 22, 2017**

Moved by: Councillor West

That the minutes of the People Plan Task Force meeting PPTF#01-17 held on March 22, 2017 be adopted.

Carried

### **Scheduled Business**

#### **2. Background Report for the Community Improvement Plan Study – File Number D18-17001 – (Staff Report SRPRS.17.074) – Presentation by Michal Matyjewicz, Planner II, and Kimberley Wilmot, Sierra Planning and Management**

Michal Matyjewicz, Planner II, made a presentation to the Task Force regarding the Community Improvement Plan (CIP) Study Policy and reviewed the CIP study policy context, purpose, and process. M. Matyjewicz advised that Sierra Planning and Management had been retained to prepare the CIP Background Report and Implementation Framework, and explained the next steps in the process.

Kimberley Wilmot, Sierra Planning and Management, provided additional information regarding what a CIP is, how and why a municipality would use a CIP, scope of influence, where the Town is in the process, and CIP's in York Region. She reviewed key issues with CIP's; Area Characterizations: Dynamics of Investment, including Designated Employment Areas, Centres and Regional Corridors, Downtown Local Centre, and Key Development Areas (KDAs); identified program options for Richmond Hill; and highlighted key questions for the development of the CIP and key elements of the emerging approach. Ms. Wilmot concluded the presentation by reviewing next steps.

Members of the Task Force thanked staff and Ms. Wilmot for the comprehensive report and presentation.

General discussion ensued regarding the following components of the Background Report for the Community Improvement Plan Study:

- Office attraction to support and stimulate local employment growth and downtown revitalization;
- Development of pedestrian and transit-oriented centres and corridors as focal points for office and population-related employment through the CIP;
- Consultation process undertaken for the CIP Study;
- CIP program opportunities, potential benefits and options that would support office development and the development of the Downtown Local Centre as a destination;
- Various funding approaches of a CIP program including a Tax Increment Equivalent Grant, Façade and Signage Improvement Grant and Development Charge Deferral Program for Office and how they would be implemented;
- Importance of the CIP enhancing the local Downtown Secondary Plan;
- Percentage of build out in the Town's business parks and assessment of Richmond Hill's office sector;
- Range, scope and timeframe for the implementation of the CIP;
- Property development and investment dynamics; and
- Provisions within the *Planning Act* for CIP's.

Moved by: Councillor Cilevitz

- a) That the presentation by Michal Matyjewicz, Planner II, and Kimberley Wilmot, Sierra Planning and Management, regarding the Background Report for the Community Improvement Plan Study, be received with thanks;
- b) That staff report SRPRS.17.074 and the attached Background Report for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.074, be received for information.

Carried

**Date of Next Meeting**

The next meeting of the People Plan Task Force will be at the call of the Chair.

**Adjournment**

Moved by: Councillor West

That the meeting be adjourned.

Carried

The meeting was adjourned at 2:50 p.m.